

## **HOW TO APPLY**

Submit a current and complete State of Florida application to:

Paula Watkins  
Office of Court Administration, Room 225  
Leon County Courthouse  
301 South Monroe Street  
Tallahassee, FL 32301  
Phone: (850) 606-4401; Fax: (850) 606-4343  
E-mail: watkinsp@leoncountyfl.gov

An application must be submitted for the position listing the appropriate class title and position number for which you are applying. **Your application must be received in the office by 5:00 p.m. on Tuesday, October 4, 2016.**

Court Program Specialist II  
Full-time OPS Position  
(Mental Health Court)

Annual Minimum: \$36,115.32

## **GENERAL DESCRIPTION**

The essential function of the position within the organization is 1) to collect, format, tabulate and analyze information and statistical data for use by management in measuring the effectiveness of court programs and operations and in preparing reports and recommendations for improvements; and 2) to assist the court with the timely disposition of cases through case management, case monitoring and program implementation. The position is responsible for providing information to trial court staff, reviewing filings, making referrals to community-based services, managing and preparing cases for court hearings, briefing judges, attending hearings, and other trial court proceedings, maintaining record/filing system, and performing related administrative support functions. The position is responsible for collecting and reporting on case/program data and maintaining databases as needed. The position works under general supervision of a court manager developing work methods and sequences.

## **Education and Training Guidelines:**

### **Education:**

Bachelor's degree in public or business administration, criminal justice, psychology, sociology, or a closely social science related field. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

### **Experience:**

- Three years of professional administrative analytical related experience.
- Master's degree may substitute for one year of required experience. Juris doctorate degree may substitute for two years of the required experience.
- Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

### **Licenses, Certifications, and Registrations Required:**

None.

### **Examples of Work Performed:**

Collects, tabulates and formats information and statistical data; analyzes and provides information/data for use by management in measuring effectiveness of court programs and operations, and in preparing reports and recommendations for improvements. Organizes and maintains filing systems for the area of responsibility.

Prepares and maintains court dockets; facilitates and participates in mental health court staffing; attends court hearings to provide information to judges and other court parties, composing and preparing appropriate orders based on rulings, and providing information to the court as needed; researches statutes and rules and applies basic accounting methods.

Trains and provides continuing information and assistance to co-workers as needed; reviews work as needed; and provides information to other agencies as requested.

Performs tasks, such as composing and preparing orders, documents, forms and correspondence; monitoring and providing appropriate provider lists to Clerk's Office, e.g., Parent Course providers; or creating and maintaining record systems for efficient case management.

Participates on local communities, councils, and workgroups to exchange information, solve problems, and coordinate services.

Provides liaison services to other agencies on behalf of the court on mental health issues.

The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.

## **Competencies:**

### **Data Responsibility:**

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and executes determinations or reports on events.

### **People Responsibility:**

Persuades or influences others in favor of a service, course of action, or point of view.

### **Assets Responsibility:**

Requires responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

### **Mathematical Requirements:**

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

### **Communications Requirements:**

Reads professional publications; composes complex reports and manuals; speaks formally to groups outside the organization.

### **Complexity of Work:**

Performs coordinating work involving guidelines and rules, with constant problem solving; requires continuous close attention for accurate results or frequent exposure to unusual pressures.

### **Impact of Decisions:**

The impact of errors is extremely serious – affects work unit and affects other units or citizens.

### **Equipment Usage:**

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs, such as word processing or spreadsheets.

### **Safety of Others:**

Requires responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

### **Special Comments:**

- Ability to communicate effectively in writing and orally.
- Ability to manage multiple projects, priorities, and activities.
- Ability to plan, edit, and proofread reports, articles, and other written materials.
- Ability to develop and maintain effective working relationships with members of the judiciary, state court personnel and the public.
- Knowledge of court operations and administration will benefit the successful applicant.
- Knowledge of Mental Health law and policy will benefit the successful applicant.
- Must be proficient in the use of Word, WordPerfect and Excel.
- Experience in the legal system will benefit the successful applicant.
- A criminal background check will be conducted on all finalists.
- Position ends June 30, 2017 unless funds are available.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

If you need an accommodation to participate in the application/selection process, please call the contact person at the number indicated for each respective position. Persons using a TDD may call the contact person through the Florida Relay Service 1-800-955-8771.